

**Utah Schools for the Deaf and the Blind**  
**MEETING ROOM RESERVATION SHEET**

Submit Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Date(s) of meeting: \_\_\_\_\_  
 Purpose of meeting: \_\_\_\_\_  
 Start time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Number of guests: \_\_\_\_\_

Available:  YES  NO  
 Room Assignment: \_\_\_\_\_  
 Lifeguard: \_\_\_\_\_

**SPECIAL ACCOMMODATIONS:**

**Braille:** Contact the Educational Resource Center at 801-629-4811 or 801-629-4815  
**Interpreter:** Contact the Office Specialist at 801-629-4783  
**Housing:** Contact Residential at 801-629-4840

**CUSTODIAL**

**ROOM SET-UP:**

(Please diagram how you would like the room set-up.)



Special custodial request(s), i.e. large trash receptacles, extra tables, etc:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CUSTODIAL USE:**

Set up \_\_\_\_\_ (initials)  
 Clean room prior to meeting \_\_\_\_\_ (initials)  
 Clean room after meeting \_\_\_\_\_ (initials)

**EDUCATIONAL RESOURCE CENTER**

Equipment:

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> CD player (portable) | <input type="checkbox"/> Lectern                 | <input type="checkbox"/> Sound system  | <input type="checkbox"/> Please check if you need help setting up equipment |
| <input type="checkbox"/> Chart markers        | <input type="checkbox"/> Marker board (portable) | <input type="checkbox"/> TV/VCR/DVD    |   |
| <input type="checkbox"/> Chart paper          | <input type="checkbox"/> Microphone              | <input type="checkbox"/> LCD Projector |   |
| <input type="checkbox"/> Chart stand          | <input type="checkbox"/> Presentation easel      | <input type="checkbox"/> Laptop        |   |
| <input type="checkbox"/> Extension cords      | <input type="checkbox"/> Screen                  | <input type="checkbox"/> Other _____   |   |

**ERC USE:**

Set-up and verify that all equipment is working  
 \_\_\_\_\_ (initials)

**FOOD SERVICES**

Food Requests:  YES  NO Sent to Kitchen  YES \_\_\_\_\_ DATE

**3 WEEKS NOTICE REQUIRED FOR ALL FOOD ORDERS!**

Received: \_\_\_\_\_  
 Entered: \_\_\_\_\_  
 Sent: \_\_\_\_\_

**OFFICE USE ONLY**